




Turn Clutter on or off

Clutter is turned on or off through the Outlook Web App.

1. Sign in to [Outlook Web App](https://outlook.officeapps.com/). (email.butlertech.org).
2. Make sure you are in the Outlook App for Office 365.
3. On the top right corner of the page, go to **Settings**  > **Mail** (near bottom of new panel) , then on the left under **Options** choose **Mail** > **Automatic processing** > **Clutter**.
4. You will see two options
 1. To enable Clutter, put a checkmark next to **Separate items identified as Clutter**, then **Save** .
 2. To disable Clutter, put a checkmark next to **Separate items identified as Clutter**, then **Save** .

Clutter

Over the past 7 days, Outlook classified 114 items as clutter. This results in saving of about 22.8 minutes.

When email is received:

- Separate items identified as clutter
- Send me notifications about messages that are separated as clutter

[Learn more about Clutter](#)

Got a few extra seconds? [We'd love to know what you think about Clutter.](#)

NOTE The Clutter folder and its contents remain in Outlook after you turn off the Clutter feature. You can move the emails from Clutter to other folders, as appropriate, and then right-click the Clutter folder and choose **Delete**.